

[Organization logo]

[Organization name]

**Commented [45A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## PROCEDURE FOR ADDRESSING RISKS AND OPPORTUNITIES AND OH&S HAZARDS

Code:	
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Approved by:	
Date of version:	
Signature:	

**Commented [45A2]:** Adapt to the existing practice in organization.

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## Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

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## 1. Purpose, scope and users

The purpose of this procedure is to define the methodology of hazard identification, risk assessment, and management of change regarding the OH&SMS (Occupational Health & Safety Management System), and establishing controls for risks that may affect employees' occupational health and safety in [organization name] or other employees, visitors, or other people in the work place within the scope of the OH&SMS.

This procedure is applied to all work places within the scope of the OH&SMS.

Users of this document are all employees of [organization name] within the scope of the OH&SMS.

## 2. Reference documents

- ISO 45001:2018, clauses 6.1.1, 6.1.2 and 6.1.4
- OH&S Manual
- Competence, Training and Awareness Procedure
- Procedure for Determining Context of the Organization and Interested Parties
- Procedure for the Management of Non-Conformities and Corrective Actions
- [other documents and regulations specifying document control]

## 3. Hazard identification and risk and opportunity assessment methodology

A hazard is a source, situation, or act with a potential for harm in terms of human injury or ill health,

[redacted]

[redacted]

Opportunity is a circumstance or set of circumstances that can lead to improvement of occupational

[redacted]

[redacted]

1.	Identification of all work places	Responsibility of [job title]
2.	[redacted]	Responsibility of [job title]
3.	[redacted]	Responsibility of [job title]
4.	[redacted]	Responsibility of [job title]

Commented [45A4]: E.g., HR Manager

Commented [45A5]: E.g., [redacted]

Commented [45A6]: E.g., OH&SMS Management Representative

Commented [45A7]: E.g., [redacted]

[organization name]

5.	Controls review (monitoring)	Responsibility of [job title]
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Commented [45A8]: E.g., Process owner

### 3.1. Hazard identification and risk and opportunity assessment

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#### 3.1.1. Opportunity identification assessment

Identify and evaluate the organization's opportunities with respect to risks within the organization and its operations and activities. Opportunities are identified through various means, including:

least [once a year] and enter the information into the Registry of Key Risks and Opportunities.

#### 3.1.2. Hazard and risk identification and assessment

Identify and evaluate the organization's hazards with respect to risks within the organization and its operations and activities. Hazards are identified through various means, including:

must be considered during hazard identification and risk assessment:

Commented [45A10]: This is the recommended method since it

- Mechanical hazards emerging from using tools
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- Other hazards emerging in the work place

Commented [45A11]: Adapt to organization's needs.

Identified hazards are evaluated by [job title] according to the following criteria listed below and

[Redacted]

[Redacted]

[Redacted]

Commented [45A12]: Probability is the chance that something will happen - how likely it is that some event will happen?

Rate	Description of the criteria
0.1	[Redacted]
0.2	[Redacted]
0.5	[Redacted]
1	[Redacted]
3	[Redacted]
6	[Redacted]
10	[Redacted]

[organization name]

The severity of consequences (C) is defined in the following way:

Rate	Description of the criteria
1	
2	
3	
6	
10	

The frequency of exposure to hazards (F) is defined according to the following table:

Rate	Description of the criteria
1	Unlikely – once a year
2	Once a month
3	Once a week
6	Once a day
10	Continuously

The overall risk is defined according to the following table:

Overall rate	Risk significance	Action needed
0.1 – 20	I – Acceptable	This level doesn't require any action.
21 – 70	II – Low	
71 – 200	III – Moderate	
201 – 400	IV – High	
>400	V – Extreme	

Significant risks are the ones with the highest overall risk.

When assessing the risks, you should also take into account the number of employees working in those work places with significant risks.

along with names of employees working in those work places.

Employees in work places with significant risks must take a medical exam [once a year] to determine

whether they are capable of performing their job. This involves a medical examination to determine if the employee is fit to perform their job. The results of the medical exam should be recorded in a medical file for each employee. The results of the medical exam should be used to assess the overall risk of the work place and to determine if any further action is needed to reduce the risk.

**Commented [45A13]:** Frequency is exposure to hazard in a

**Commented [45A14]:** Adapt to legislation.

### 3.2. Management of change related to OH&SMS

Change management includes identification of OH&S hazards and risks related to changes in

#### 3.1.

Changes related to the OH&SMS in [organization name] can be internal and external.

change.

#### 3.2.1. Internal changes

Internal changes in [organization name] can be, but are not limited to:

- [redacted]
- [redacted]

##### Staff changes

These changes are the result of hiring new employees, internal fluctuation, or changes in

##### Changes in process, work instructions, and materials

#### 3.2.2. External changes

External changes occur as a result of:

- [redacted]
- [redacted]

Changes and/or amendments in legislations are monitored according to the Procedure for

- Specialized magazines
- [redacted]

Commented [45A15]: E.g., CEO

Commented [45A16]: If changes are bigger, the team for change management can be appointed.

Commented [45A17]: Or change management team.

[organization name]

- External communication – exchange of information with other companies

### 3.3. Establishing controls

Controls for identified significant hazards are recorded in the Hazard Evaluation Record. The purpose of controls is to reduce the probability of occurrence of the hazard to an acceptable level.

The following priority must be established in application of controls:

- **Administrative** – e.g. change in work procedures, equipment that will decrease the hazard.
- **Organizational** – e.g. assignment of tasks, controls or devices of things in the work environment, etc.
- **Technical – technological controls (engineering controls)** – control of installations, ventilation, equipment maintenance, etc.
- **Personal protective equipment (PPE)** – safety glasses, earplugs, earmuffs, earplugs, etc.
- **Residual controls** – controls that are implemented when the above controls are not sufficient to reduce the hazard.

Combining the above-listed controls must be considered.

### 3.4. Control review (monitoring)

Application of controls must be reviewed **at least once a year** to determine:

- Whether the controls are still effective.
- Whether the controls are still needed.

In case of change of hazard significance and control effectiveness, the Procedure for the Management of Key Risks and Opportunities must be updated.

**Commented [45A18]:** This is recommended frequency; adapt to organization's needs.

## 4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Registry of Key Risks and Opportunities	PR.06.1	3 years	[office of [job title]]	Records are stored in file cabinet [describe name/location]	[job title]

**Commented [45A20]:** Adapt the information in this column to the normal practice in your company.

**Commented [45A19]:** Adapt the information in this column to the normal practice in your company.

**Commented [45A21]:** If the record is in electronic form, write the name of the folder on Management Representative's computer.

**Commented [45A22]:** E.g., OH&SMS Management Representative

[organization name]

Hazard Evaluation Record	PR.06.2	3 years	[office of [job title]]	Records are stored in file cabinet [describe name/location]	[job title]
List of Workplaces and Employees with Significant Risk	PR.06.3	3 years	[office of [job title]]	Records are stored in file cabinet [describe name/location]	[job title]

**Commented [45A23]:** If the record is in electronic form, write the name of the folder on Management Representative's computer.

**Commented [45A24]:** E.g., OH&SMS Management Representative

Only [job title] can grant other employees access to the records.

## 5. Appendices

- Appendix 1 – Registry of Key Risks and Opportunities
- Appendix 2 – Hazard Evaluation Record
- Appendix 3 – List of Workplaces and Employees with Significant Risk